

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 3	Number 8	Effective Date 01/12/11	Review Date 2014
Subject INSPECTION/SERVICING/REPAIRING OF AGENCY VEHICLES			☐ New Order ☒ Replaces G.O. 03-08, (06/23/06)
References CALEA 41.3.1 and 41.3.2 VLEPSC ADM.16.03c, ADM.19.01a, ADM.19.01b, ADM.19.01c, ADM.19.01d, ADM.19.01e, OPR.01.02b, OPR.01.02c, OPR.01.03a, OPR.01.03b, OPR.01.03c			
 _____ Chief of Police or Designee		01/12/11 _____ Date	

I. PURPOSE

The purpose of this Order is to establish the policy and procedures for the inspection, servicing and repair of agency vehicles.

II. POLICY

Police vehicles in good working order are critical to the daily operation of the Richmond Police Department and must be regularly inspected, serviced and repaired. Any employee who operates an agency vehicle shall be responsible for the vehicle and the equipment assigned to it during the time that the vehicle is in his/her use or assigned to that employee.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURES**A. Inspection:****1. Marked Vehicles:**

All marked vehicles shall be inspected weekly by the affected supervisors or designees and a "Vehicle and Equipment Inspection Report" (PD-86) compiled before the Monday of the following week and filed at the Precinct. ***The Precinct/Unit Fleet Liaison Officer shall input the inspection results into PISTOL under the Fleet module.*** If a marked vehicle has to be serviced or repaired, each inspecting supervisor shall ***ensure the vehicle is taken to the City Garage or Sub-Station with the following information:*** shop number, condition of the vehicle, observed deficiencies and the vehicle's location i.e., In-service, City Garage or Sub-Station.

NOTE: All marked vehicles, while in operation, must have sirens, emergency lights and police radios in operational condition. If any vehicle has equipment that malfunctions, the assigned officer shall take the vehicle out of service to the City Garage or Sub-Station for repair(s).

2. Inspection of Unmarked Non-Rental Vehicles:

All unmarked non-rental vehicles that are not assigned or are used for traffic enforcement shall be inspected monthly. The affected inspecting supervisor or designee shall compile, before the first Monday of the following month, a PD-86 and file this form at the Precinct. If an unmarked non-rental vehicle has to be serviced or repaired, each inspecting supervisor shall ***ensure the vehicle is taken to the City Garage or Sub-Station with the following information:*** shop number, condition of the vehicle, observed deficiencies and the vehicle's location, i.e., in-service, City Garage or Sub-Station.

NOTE: If an unmarked non-rental vehicle is used for traffic enforcement, routine patrol or responding to an emergency, it shall be equipped with a siren, emergency lights and a police radio. If any of these pieces of equipment are inoperable, the vehicle must be taken out of service and taken to the City Garage or Sub-Station for repair(s).

3. Daily Vehicle Inspections by Assigned Officers:

- a. ***Officers shall inspect the vehicle for damage prior to and at the end of the tour-of-duty.***
- b. ***The officer shall park the vehicle, remove any trash or debris and equipment, lock the vehicle and immediately report any equipment shortage, damage or defect to a supervisor.***
- c. If an operator fails to report a problem, which is later discovered, it shall be assumed that the problem arose during the tour-of-duty when it was discovered, and that operator will be held accountable.

- d. Vehicle will be parked or transferred at the completion of the tour-of-duty with *a full tank of fuel to no* less than $\frac{3}{4}$ tank of fuel.
 - e. The use of **ALL TOBACCO PRODUCTS** is prohibited in all Department vehicles, in accordance with the City of Richmond regulations.
4. Equipment:
- a. Officers shall inspect seat belts for damage prior to beginning a tour-of-duty. If *inoperative*, the vehicle will be removed from service, until the damaged belt(s) is/are repaired.
 - b. Officers shall not remove, install or exchange any equipment between vehicles, unless written permission is granted by the Police Fleet Manager.
 - c. Tires (including spares) shall be checked for wear, cuts, imbedded objects and proper inflation. The City's Fleet Maintenance Division's personnel shall replace worn or damaged tires.
 - d. All lights on the vehicle, i.e. running, turn, emergency, etc., shall be checked for operational readiness.
 - e. The horn and siren will also be checked for operational readiness.
 - f. Fire extinguishers will be inspected by the vehicle operator to determine charge level. If any extinguisher is found not to be fully charged, it shall be taken to the Property and Evidence Unit for an exchange.
 - g. Each officer who is assigned a vehicle shall check the door locks for operational readiness. If the rear or side door lock(s) on any vehicle, including a patrol wagon, are found to be inoperative, the vehicle will be removed from service until the lock(s) can be repaired.
 - h. All vehicles shall be minimally equipped with the following equipment:
 - (1) First Aid Supplies;
 - (2) Flares;
 - (3) Police Line Tape;
 - (4) RMA *E-ZPass*; *and*,

(5) Blood-Borne Pathogen Kit.

- i. ***Department vehicles are equipped with a fuel ring which allows Department members to fuel at authorized pumps.*** Department members using assigned rental and ***forfeited*** vehicles will maintain ***an assigned*** gas card. Fuel cards assigned to specialty vehicles (i.e. motorcycles, light trailers, etc.) will be maintained at the Organizational level and will be checked out prior to refueling the vehicle.
 - (1) Loss, damage or theft of ***an assigned*** gas card will be fully investigated ***by*** supervisory personnel. If it is determined that an employee was negligent, a \$25.00 replacement fee will be assessed to replace the card.
 - (2) In the event of ***a fuel ring or*** gas card failure(s) or, at the discretion of a supervisor, a “back-up” gas card is needed, the appropriate supervisor will respond to the ***Precinct or*** Warrant and Information Desk and retrieve one of the spare cards. A log book will be maintained to capture the required information on the date, time, vehicle and need for usage of the card. The card will be used to fuel only the vehicle having ***fuel ring or*** card failure or for specific cause as determined by the supervisor signing out the card (missing card or exigent circumstances requiring the use of the involved vehicle). The OIC of the Warrant and Information Desk will forward a copy of the log sheet for the previous week to the OIC of Financial Management, ***as applicable.***
- j. The Precinct/Unit Fleet Liaison Officer will be responsible for obtaining any needed equipment/supplies from the Property & Evidence Unit. A copy of the weekly/monthly deficiency report will accompany these requests. If either the vehicle’s assigned gas card or RMA ***E-ZPass*** is lost or stolen, it must be reported immediately to both the officer’s supervisor and the OIC of the Property and Evidence Unit, and a completed “Uniform/Equipment Replacement Request” Form (PD-21) must be forwarded through channels. The assigned vehicle’s gas card or RMA ***E-ZPass*** must only be used for the vehicle for which they were issued and only in the performance of official Department business.

B. Servicing and Maintenance of an Assigned Vehicle:

- 1. Officers coming on-duty shall perform the following services, as necessary, prior to using the vehicle:
 - a. Check the engine oil level.

- b. Check the transmission fluid. If found to be outside of the normal range, have the vehicle serviced as soon as possible at the City Garage or Sub-Station.
- c. Check the coolant level in the Coolant Expansion Bottle and **have** coolant added, as necessary.
- d. Check all electrical equipment, e.g. wipers, horn, siren, etc. for defects.

NOTE: The operator of the vehicle is responsible for the internal and external cleanliness of the vehicle. Officers may obtain engine oil and coolant at either the City Garage or the Sub-Station during normal business hours. However, officers are not authorized to add transmission fluid to a vehicle. Transmission fluid must be added by City Garage or Sub-Station personnel.

- 2. Supervisors shall monitor regularly scheduled maintenance such as grease and oil (G & O) and preventive maintenance inspection (PMI). Failure to have vehicles inspected will cause the Police Department to be charged a fee by the City's Fleet Maintenance Division. Marked vehicles are required to have a PMI every month and all other vehicles will adhere to the PMI schedule sent out by the **City's Fleet Maintenance Division**.

- 3. Maintenance of **Forfeited** Vehicles:

Forfeited vehicles assigned to Support Services shall be inspected on a schedule set by the OIC. Such inspections should occur at least monthly.

- 4. Maintenance of Rental Vehicles:

- a. Rental vehicles shall be serviced as directed by the contract rental company.
- b. No equipment will be installed, lights, siren, etc. without the written permission of the Police Fleet Manager.

C. Vehicle Repairs:

- 1. Major Repairs - Police Package Vehicles (**Marked and Unmarked**):

All police package vehicles will be taken to the City Garage (N. Boulevard location) **or Sub-Station** when any major repair is needed. Additionally, if any of the following should occur during operation, the vehicle will immediately be stopped, turned off and towed to the City Garage (N. Boulevard location) **or Sub-Station**:

- a. Unusual noise emanating from the engine, transmission or running gear.

- b. Malfunctioning brakes.
- c. Overheating engine.
- d. Loose or unusual steering.
- e. Steady illumination of the oil pressure light.
- f. Steady illumination of the brake light.
- g. Any other problem which the operator believes to be dangerous and, in the officer's opinion, may be a hindrance to the safe operation of the vehicle.

In the event that a vehicle must be towed, a supervisor must authorize the tow and will ensure that the City Garage Compound is unlocked (and locked upon delivery of the vehicle). The officer assigned to the unit will be responsible for removing the equipment from the vehicle.

2. Minor Repairs on Police Package Vehicles:

Depending on the time of day, minor vehicle repairs on police package vehicles may be made at the following locations:

- a. City Garage (N. Boulevard location) - 0730 hours to **1530** hours, Monday through Friday. The garage is closed on weekends and all **City** holidays.
- b. City Garage/**Sub-Station** (Hopkins Road location) - 0730 hours to 1530 hours, Monday through Friday. The garage is closed on weekends and all **City** holidays.
- c. All vehicles assigned South of the James will utilize the Hopkins Road location.

NOTE: In the event of severe weather or other emergency situations, the City Garages may extend their normal operating hours. DEC will advise all units of such expanded schedule, when appropriate.

- d. Whenever a police package vehicle has a flat tire, the operator will contact DEC and give the vehicle unit number and condition of the spare. DEC will contact the City Contract Towing Service to respond and change the tire. Between 0730 hours and 1600 hours, the flat tire should be taken to the City Garage **or Sub-Station** for repair or replacement. At all other times, the flat tire should be securely stored in the trunk of the vehicle until the next business day, when it shall be taken to the City Garage **or Sub-Station** for replacement.

- e. All flat tires taken from patrol wagons during non-business hours for the City Garage **or Sub-Station** may be stored at the affected Precinct until the next business day, when the tires shall be taken to the City Garage **or Sub-Station** for replacement.
 3. Whenever a rental vehicle needs either minor or major repairs, the vehicle operator shall contact the contract rental company for instructions.
 4. The Major of the affected Service or designee shall be responsible for ensuring that needed repairs **of forfeited** vehicles are performed at the City Garage or contract service station, whichever applies to the affected vehicle.
- D. City Garage - After Hours Drop-Off of Vehicles:
1. The City Garage (N. Boulevard location) is closed and the compound locked between the hours of 2130 hours and 0730 hours on weekdays, all weekends and **City** holidays.
 2. The north entrance may be unlocked **using a combination for the lock at** the gate. Upon parking the vehicle inside the compound, the gate should be locked. **Department members' call box key shall be used to unlock the call box and leave the vehicle keys.**
 3. A "Police Vehicle Maintenance Report" must be completed on all vehicles describing the defect and placed in the call box along with the vehicle keys. Keys shall not be left in the vehicle. The shop number should be noted on the report in order for the Garage personnel to complete the necessary repair order.
 4. No member of the Richmond Police Department shall remove a vehicle from the City Garage **or Sub-Station** that has been surrendered for any type of service until notified by a representative of the **City's Fleet Maintenance Division**.
 5. All police equipment must be removed by the assigned vehicle's operator and stored at the affected officer's duty station. If the shop finds a weapon in a vehicle, they will contact the Fleet Manager. The Fleet Manager will then contact a supervisor from the Precinct/Division where the vehicle is assigned. It will be that supervisor's responsibility to respond to the garage, obtain the weapon and properly secure it (for instance a shotgun would be placed in the safe at the Precinct). It is also that supervisor's responsibility to handle any documentation or disciplinary procedures in reference to the incident.
- E. **Weekly, the OIC of the Property and Evidence Unit or designee shall submit a report of overdue inspections to the Command Staff.**

- F. ***Quarterly***, the OIC of Property and Evidence Unit or designee shall conduct an ***reconciliation*** of all vehicles within the Department ***with the City's fleet database***.

V. FORMS

- A. PD-21, Uniform/Equipment Replacement Request
- B. ***PD-86, Vehicle and Equipment Inspection Report***